

MEMORANDUM OF DRAINAGE CONTROL INSTRUCTIONS

1. Pg. 1, after “Grantor,” list the name(s) of all owners of the parcel or property where the Drainage Control Facility is located. List one name per numbered line. If you need more lines, mark the box and attach another page with the names of the additional owners. Number the additional attached page(s) as the last page of the document. On the first page fill in the number of the page on which the additional names of the Owners/Grantors is listed.
2. Pg. 1, after “Legal Description (Abbreviated):” If there is room, fill in the complete legal description of the property that the Grantor owns that is covered by this agreement, i.e., for which the drainage control plan approval is required. If there is insufficient room for the complete legal description, abbreviate it, and mark the box for “additional legal description.”
3. Pg. 1, after “Assessor’s Tax Parcel ID NO(S)”, fill in the tax parcel number(s) (as shown on the tax assessors’ statements) for all of the properties described above.
4. Pg.2, in the first blank, before (“Owner”), list the names of all the owners that you listed on page 1 as Grantors, i.e., all owners of the property for which drainage control plan approval is required.
5. Pg. 2, in the space after “State of Washington:” fill in the complete legal description of the Owner’s property for which the drainage control plan approval is required. This legal description should be the same as on page 1 after “Grantor’s Property:”, unless the description on page 1 had to be abbreviated for space.
6. Pg. 2, fill in the number of the side sewer permit and the date it was issued.
7. Pg. 2-3, put a check mark in each box for each type of flow control facility to be included in the drainage control facility that is proposed to be located on Owner’s property and permitted by the side sewer permit approval. If the property will have a type not listed, mark other and fill in the description of the type of flow control that will be included. Do the same for the stormwater treatment facilities and source control structures to be located on the property.
8. Pg. 3, put a checkmark by any terms or limitations applicable to the drainage control plan for this property. If there are terms or limitations not listed, mark other and list them in the blank.
9. Signatures, Acknowledgements and Notary pages. Each owner of property covered by this Agreement must complete the signature page and have a notary notarize the signature.
 - Individual Owners:
 - If the owners are individuals, each owner must complete one of the signature blocks on the signature page marked “Individual.” There are two signature blocks per page; if there are more than two individual owners, print out and complete additional pages

as needed. Number any additional pages to follow consecutively after the first signature page.

- Print the owner's name and address on the lines labeled "Printed Name" and "Address."
- Have a notary complete the notary block and notarize the document.
- Number the signature page with the number following the number on the page containing the permit application numbers.
- Entity Owners:
 - If any of the owners are entities rather than individuals, those owners must complete a signature block on the signature page entitled "CORPORATE , PARTNERSHIP, LIMITED LIABILITY COMPANY Or OTHER LEGAL ENTITY OWNER." Each entity owner must complete a signature block. There are two signature blocks per page; if there are more than two entity owners, print out and complete additional pages as needed. Number the additional pages to follow consecutively after the first entity signature page.
 - For each entity owner, enter the date the document is signed on the Date line and the name of the entity owner on the signature line.
 - Print the name of the entity Owner on the "Printed Name" line.
 - Fill in the Address of the entity owner above the Address line.
 - The person signing on behalf of the Owner should sign the line following "By:."
 - Print that person's name on the line labeled "Printed Name."
 - After "Its" indicate the title/authority of the person signing the document on behalf of the entity.
 - Have a notary complete the notary block and notarize the document.
 - If there are no individual owners, number the signature page with the number following the number on the page containing the permit application numbers. If there are individual owners, number the signature page with the number following the number on the last Individual signature page.

10. If you want copies, make as many copies of the completed document as you want. Return the original of the completed document to DCLU for recording.